



VINEYARD

STAY CONNECTED

Candidate Guide 2019



August, 2019

Dear Candidate,

Congratulations on your decision to run for elected office in Vineyard, Utah. I hope this guide is helpful to you. It has been designed to present you with basic information about the election process, which you should review. In particular, you should closely study the ethics and financial disclosure information. Please be aware that the information in this guide does not relieve you of your obligation to become familiar with the current election laws in the Utah Code Title 20A.

There will be a mandatory Candidate Orientation held on Tuesday August 27, 2019 starting at 4:00 PM.

If you have any questions please do not hesitate to contact me.

Sincerely,

Pamela Spencer, City Recorder/Election Officer

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Welcome – General Information

You have embarked upon a journey into the political and government arena. It can be very rewarding and challenging at the same time. “Public Service” may often mean setting aside your own personal desires and issues for the good of the community. An elected official has the responsibility of being prepared and informed on the issues, of maintaining honor and integrity in all his or her actions, and for making the commitment to attend all necessary meetings and actively participating as a member of the community and the city.

You can start your public service by making sure you conduct your campaign in a fair and honest manner. In public service you will often find that you have to make decisions that are not popular with your friends and those who are in attendance at public meetings. Usually the only ones who attend meetings are those who oppose an action being proposed, while there may be many others who support the action.

The City Council is not the place for persons to gain power or control. It is not a place for persons with special interests or personal agendas. Those things quickly become lost in the myriad of diverse and difficult issues you will be facing. You will often find that once you know all of the facts about an issue, you may have to change your position. You will find that compromise of positions often needs to take place to make decisions and work as a team. However, compromise of principles and truth need never take place.

Personal gain by elected officials must never take place, and in many cases may be illegal. Mayor and City Council positions are positions of great trust, which require the highest integrity and a desire to serve others.

Please contact the City Recorder at 801.226.1929, for questions and assistance. If you request copies of specific information from the City Recorder, copies will be provided to all candidates regardless of whether they want it or not.

PERSONAL COMMITMENT

To perform effectively as a council member, you will need to budget your time wisely. You will be responsible for three very important roles: (1) your public position, (2) your spouse and family, and (3) your profession. You already know how much time is needed for your family and profession. However, few people realize how many hours are needed to conduct the official business of the City. In addition to the regularly scheduled council meetings, informal meetings and work sessions may be required to address special issues or problems. Council members may also serve as representatives to advisory boards and commissions.

ETHICS AND DISCLOSURES

The state had enacted the "Municipal Officers' and Employees' Ethics Act" which establishes standards of conduct for elected and appointed officials. You can find this information in the UCA 10-3-1301 through 10-3-1312.

CAMPAIGN LITERATURE

Please be aware that placing campaign literature inside residential mailboxes is a violation of federal postal standards. Anything placed in the mailbox must have proper postage attached and have been through the postal system. Any material found in the mailboxes will be removed by the postal carrier and, at the discretion of the postmaster, the offender may be charged with violation of federal postal standards. You are also encouraged to warn your campaign workers against the use of mailboxes for campaign literature. Feel free to check with the postmaster on any postal questions you have, including requests for assistance with mailing bulk rate campaign literature.

CAMPAIGN FINANCIAL REPORTING

Candidates for elected municipal office must file signed Campaign Financial Statements (example of form enclosed at the end of the Candidates' Guide) with the City Recorder containing itemized and total campaign contributions and expenditures as outlined below:

1. **Candidates in the Municipal General Election** shall file:
 - a. A Campaign Financial Statement which must be filed no later than 7 days before the Municipal General Election (November 5, 2019). This statement shall include contributions received and expenditures from January 1, 2019 up through and including October 24, 2019. The filing period for this statement is October 25 through October 29, 2019. ***The names of candidates who fail to comply with this deadline will be removed from the ballot for the Municipal General Election.***
 - b. A final campaign Financial Statement shall be filed within 30 days after the Municipal General Election. This statement shall include contributions received and expenditures made from October 25, 2019 until November 30, 2019. The deadline for this filing is December 5, 2019.
 - c. If a candidate receives contributions or makes expenditures after the date of the last filing, an additional campaign financial statement(s) shall be filed within 30 days of receiving the contribution or making the expenditure.

Signed campaign financial statements received by the City Recorder are classified as a public record and must be posted to the City's webpage "no later than seven days after the statement is filed."

The campaign financial statements must include the following information:

1. For each contribution of more than \$50.00, the name of the donor of the contribution and the amount of the contribution.
2. An aggregate total of all contributions of \$50.00 or less received by the candidate.
3. For each expenditure, the name of the recipient and the amount of the expenditure.

(UCA 10-3-208)

POLITICAL CAMPAIGN SIGNS

1. Signs may not be located within 150 feet of a building that is serving as a polling place for the election on Election Day. (UCA 20A-3-501)
2. A temporary sign permit must be obtained before signs can be erected.
3. Signs shall be no larger than 6 square feet and 4 feet high.
4. Signs shall not be erected or maintained on or overhanging public property or a public right-of-way, this includes traffic signs, street signs, utility poles, walls, fences, and parks.
5. Signs shall not constitute a safety hazard, obstruct view or create a nuisance.
6. Signs shall not be erected, constructed, or maintained upon any property without the consent of the owner or person entitled to possession of the property.
7. Improperly placed signs will be removed by city personnel.
8. Political signs shall be removed no later than 48 hours after the date of the election to which they refer.
9. For a comprehensive list regarding signs, see Vineyard Zoning Ordinance Chapter 15.48

ELECTIONEERING

UCA 20A-3-501

"Electioneering" includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue. A "polling place" means the physical place where ballots and absentee ballots are cast and includes the city offices during the period in which ballots may be cast there.

Any person who violates any provision of this section is guilty of a Class A misdemeanor (up to one year in jail and a fine of up to \$2,500).

On the day of any election, within a polling place or in any public area within 150 feet of the building where a polling place is located, a person may NOT:

1. Do any electioneering
2. Circulate cards or handbills of any kind
3. Solicit signatures to any kind of petition



4. Engage in any practice that interferes with the freedom of voters to vote or disrupts the administration of the polling place
5. Obstruct the doors at polls or entries to a building in which a polling place is located or prevent free access to and from the polling place
6. Remove a ballot from the polling place unless the poll worker is assisting a physically disabled voter outside the building
7. Solicit any voter to show his ballot.
8. Receive a voted ballot from any voter or deliver an unused ballot to a voter unless that person is a poll worker.

ELECTION INFORMATION

The Vineyard Municipal General Election Day is Tuesday November 5, 2019

The City is contracting with Utah County to conduct a Vote by Mail (VBM) election.

- Ballots will be mailed to all Vineyard registered voters
- A single election (voter) service center will be open on election day at the Vineyard City Offices, 125 South Main Street to address voter concerns/issues. The center is not intended to be a polling place, rather it is a place for voters with issues to go and receive help. The center will operate during traditional voting hours (7 a.m. to 8 p.m.) on Election Day.
- The election service center will provide ballots to those who did not receive one in the mail, who have not registered to vote, or need special accommodations.

PLEASE NOTE: ballots will be mailed no later than 21 days before the election. Voted ballots can be returned by mailed (postage paid by the City). They can also be dropped off at the Recorder's Office or the Utah County Clerk's Office (in Provo)—**including on Election Day**. They can also be returned to any Election Service Center or drop box in Utah County. See the [county website](#) for locations.

VOTER REGISTRATION

Residents wishing to vote must be registered. Registration is handled by Utah County at 100 East Center Street, Room 3100, in Provo, or online at www.vote.utah.gov. Same day voter registration is also available. Avoid the lines and register early.

EARLY VOTING

There will be **no** Early Voting because the City is doing all vote by mail, and ballots will have already been mailed to all registered voters. They are welcome to return their ballots early. Ballot drop off location are listed on the [county website](#).



MUNICIPAL ALTERNATE VOTING METHODS PILOT PROGRAM

The Vineyard City Council voted to participate in the state's Municipal Alternate Voting Methods Pilot Project for the 2019 Municipal Elections. This voting method is better known as ranked

WHAT IS RANKED CHOICE VOTING?

Ranked choice voting is a nonpartisan electoral reform that gives voters the freedom to rank candidates in order of choice.

RANK CANDIDATES HOW YOU SEE FIT

Instead of choosing TWO candidates, ranked choice voting allows voters to rank all candidates according to their preference (1st, 2nd, 3rd, etc.). If a candidate receives more than half of the first choices, they win, just like in any other election. If not, the candidate with the fewest votes is eliminated, and voters who picked that candidate as 'number 1' will have their votes count for their next choice. This process continues until a candidate wins with more than half of the votes.

In an election with two open seats, such as a city council election, to elect the second seat, the second-choice vote of each voter whose vote was counted for a candidate already declared a winner will be counted for the second seat. The first-choice vote of all other voters will be counted for the second seat. Rounds will continue until a second candidate has received more than half of the votes.

There will be more information posted on our website.

ELECTION NIGHT RETURNS

Because of vote by mail and the Municipal Alternate Voting Methods Pilot Project (ranked choice voting) the election night returns will not reflect the final outcome of the election. There will be updates periodically throughout the two weeks following the November 5 Election date. With Ranked Choice Voting the results have the potential to change with each count conducted by the county. The final election results will be approved by the Board of Canvassers on November 19, 2019 at a special City Council Meeting.

OATH OF OFFICE

Once elected, council members are required to take the following oath of office during the Oath of Office Ceremony to be held at noon on the first Monday in January or as soon thereafter as practically possible. For this election, the Oath of Office ceremony will be held on Monday, January 6, 2020, at noon. The oath states:

"I do solemnly swear that I will support, obey, and defend the Constitution of the United States, the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity."



ELECTED OFFICIALS COMPENSATION

The elected official compensation for Fiscal Year 2018-2019 is as follows:

Mayor	\$18,400 per year
Council	\$ 8,800 per year

VINEYARD'S FORM OF GOVERNMENT

The Council assumes the legislative or policy-making role of the community, while the manager assumes the executive or administrative role.

Mayor:

1. Presides at all meetings of the Council and serves as Chair of the RDA Board.
2. Has one vote in all Council proceedings.
3. Executes bonds, notes, contracts, and written obligations as required on behalf of the City.
4. Acts as the City's chief ceremonial officer and represents the City in its external affairs.
5. Makes appointments with the advice of the Council to advisory boards and commissions.
6. Has all of the powers, duties, and privileges of other City Council members.

Council Members:

1. Pass, modify, or repeal City ordinances and resolutions.
2. Determine City policy directives.
3. Authorize the issuance of bonds.
4. Appropriate funds.
5. Appoint, evaluate, and remove the City Manager.
6. Review City Administration.
7. Hold regular meetings in accordance with State law.
8. Act as the board of directors of the Vineyard Redevelopment Agency.

City Manager:

1. Is the City's chief administrative officer.
2. Be responsible for the internal affairs of the city.
3. Establish and maintain effective working relationships with the governing body, city staff, other agencies, the press, and the public.
4. Appoints, with the advice and consent of the City Council, a qualified person to each of the offices of recorder, treasurer, engineer, and attorney; and creates any other offices deemed necessary.
5. Is responsible for managing city personnel to ensure that the city government and its respective departments function in the most efficient and effective manner.
6. Is the City's budget officer and finance director and exercises fiscal and administrative control over all City operations through compliance with requirements of the Uniform Municipal Fiscal Procedures Act.

7. Represent the city at various meetings or other functions.
8. Enforce all applicable laws, ordinances, rules, regulations, and policies of the city. Assure that all franchises, leases, permits, licenses, contracts and privileges granted by the city are fully performed and observed.
9. Recommend and prepare for consideration by the governing body and advisory committee's long-range strategic plans and programs to provide for the health, safety, and welfare of the current and future inhabitants of the city; furnish reports to the governing body as requested.
10. Acts as the human resource director.
11. Attend and participate in all meetings of the governing body unless otherwise excluded by the governing body in an executive session meeting, but shall not have a right to vote in said meetings.
12. For further information see Vineyard Municipal Code Title 3 Chapter 3-500.

DEPARTMENTS

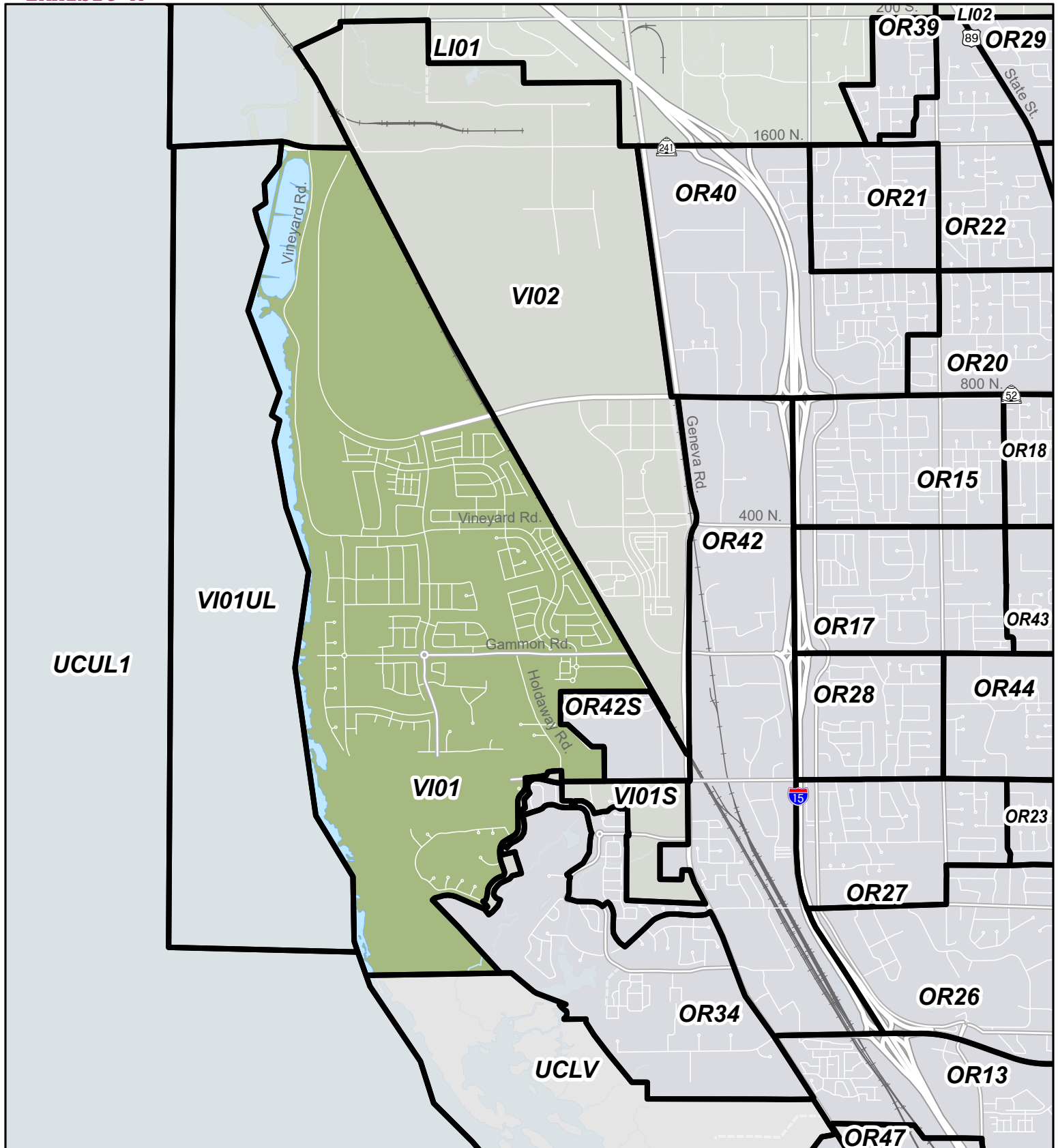
The Executive Staff of the City consists of the City Manager and the Department Heads. These individuals are:

DEPARTMENT	DEPARTMENT HEAD OR SUPERVISOR	BUSINESS PHONE
City Manager/ Finance	Jacob McHargue	801.885.6285
City Attorney	David Church	801.261.3407
Community Development	Morgan Brim	801.226.1929
Public Works/Engineering	Don Overson	385.249.8478
Building	George Reid	801.226.1929
Recorder	Pamela Spencer	801.226.1929
Utah County Sheriff's Office	Sergeant Rockwell	801.794.3970
Orem Fire Department		801.229.7327

Please feel free to contact these individuals if you have questions or need for additional information

EXHIBITS

- A - Map of Voting Precincts
- B – Ballot Dropoff Locations
- C - Map of vineyard subdivisions
- D - Dates to remember



Voting Precincts

Building Outlines

I-15

US HWY/State Route

Other Major Roads



Education Facility



Government Offices



Court House



Library



Post Office



Hospital Facility

Scale: 1:32,897



Map is copyrighted by Utah County,
which makes no warranty for its
accuracy.

Utah County Elections
100 East Center Street
Provo, UT 84606
(801) 851-8128

Created June, 2019 by AB

Exhibit B

Voting Locations

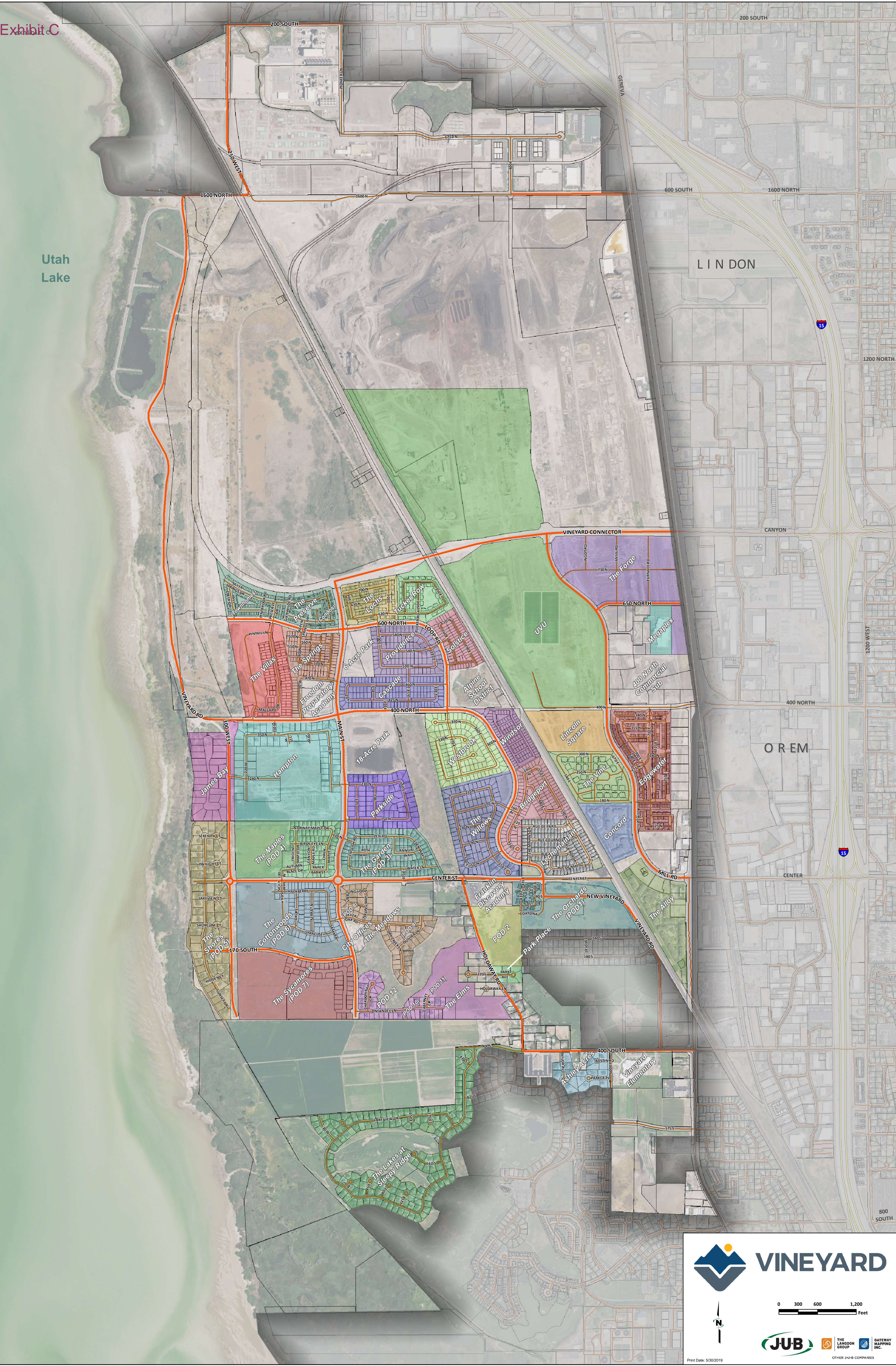
Vineyard	Vineyard City Hall	125 S Main, Vineyard Utah 84059
Alpine	Alpine City Hall	20 N Main St. Alpine, UT 84004
American Fork	American Fork City Hall	51 E Main Street, American Fork, UT 84003
Cedar Hills	Cedar Hills City Hall	10246 N Canyon Rd., Cedar Hills, UT 84062
Eagle Mountain	Eagle Mountain City Hall	1650 E Stagecoach Run, Eagle Mountain, UT 84005
Elk Ridge	Elk Ridge City Hall	80 E Park Dr., Elk Ridge, UT 84651
Genola	Genola City Hall	74 W 800 S, Genola UT 84655
Goshen	Goshen City Hall	10 W Main St, Goshen, UT 84633
Highland	Highland City Hall	5400 W Civic Center Dr., Highland UT 84003
Lehi	Lehi City Hall	153 N 100 E, Lehi, UT 84043
Lindon	Lindon City Center	25 N Main State St., Lindon, UT 84042
Mapleton	Mapleton Community Center	125 W 400 N, Mapleton, UT 84664
Orem	Orem City Hall	56 N State St., Orem, UT 84057
Payson	Payson City Hall	439 W Utah Avenue, Payson, UT 84651
Pleasant Grove	Pleasant Grove City Center	70 S 100 E, Pleasant Grove, UT 84062
Provo	Provo City Rec Center	320 500 N, Provo, UT 84601
Salem	Salem City Office	30 W 100 S, Salem, UT 84653
Santaquin	Santaquin City Office	275 W Main Street, Santaquin, Ut 84655
Saratoga Springs	Saratoga Springs City Office	1307 Commerce Dr #200, Saratoga Springs, UT 84045
Spanish Fork	Spanish Fork City Office	40 S Main St, Spanish Fork, UT 84660
Springville	Springville Civic Center	110 S Main Street, Springville, UT 84663
Woodland Hills	Woodland Hills City Office	2-50 E Highline Dr, Woodland Hills, UT 84653
Utah County	Elections Office	100 E Center Street Ste., 3100, Provo, UT 84601

In-office dropbox locations

Vineyard	Vineyard City Hall	125 S Main, Vineyard Utah 84059
Alpine	Alpine City Hall	20 N Main St. Alpine, UT 84004
American Fork	American Fork City Hall	51 E Main Street, American Fork, UT 84003
Cedar Hills	Cedar Hills City Hall	10246 N Canyon Rd., Cedar Hills, UT 84062
Eagle Mountain	Eagle Mountain City Recorder's Office	1650 E Stagecoach Run, Eagle Mountain, UT 84005
Elk Ridge	Elk Ridge City Hall	80 E Park Dr., Elk Ridge, UT 84651
Genola	Genola City Hall	74 W 800 S, Genola UT 84655
Goshen	Goshen City Hall	10 W Main St, Goshen, UT 84633
Highland	Highland City Hall	5400 W Civic Center Dr., Highland UT 84003
Lehi	Lehi City Recorder's Office	153 N 100 E, Lehi, UT 84043
Lindon	Lindon City Center	25 N Main State St., Lindon, UT 84042
Mapleton	Mapleton City Recorder's Office	125 W 400 N, Mapleton, UT 84664
Orem	Orem City Hall	56 N State St., Orem, UT 84057
Payson	Payson City Hall	439 W Utah Avenue, Payson, UT 84651
Pleasant Grove	Pleasant Grove City Center	70 S 100 E, Pleasant Grove, UT 84062
Provo	Provo City Recorder's Office	351 W Center St., Provo, UT 84601
PRovo	Provo City Recreation Center -Front Desk	5320 W 500 N, Provo, UT 84601
Salem	Salem City Office	30 W 100 S, Salem, UT 84653
Santaquin	Santaquin City Recorder's Office	275 W Main Street, Santaquin, Ut 84655
Saratoga Springs	Saratoga Springs City Office	1307 Commerce Dr #200, Saratoga Springs, UT 84045
Spanish Fork	Spanish Fork City Office	40 S Main St, Spanish Fork, UT 84660
Springville	Springville City Recorder's Office	110 S Main Street, Springville, UT 84663
Woodland Hills	Woodland Hills City Office	2-50 E Highline Dr, Woodland Hills, UT 84653
Utah County	Elections Office	100 E Center Street Ste., 3100, Provo, UT 84601

Dropbox Locations

Eagle Mountain	At the City Office on the north end of the bu	1650 E Stagecoach Run, Eagle Mountain, UT 84005
Highland	At the City Office	5400 W Civic Center Dr., Highland UT 84003
Lehi	At the City Office	153 N 100 E, Lehi, UT 84043
Orem	1st box: Library Loop 100 No State St 2nd Box: South End of Parking Lot on	56 N State St., Orem, UT 84057
Pleasant Grove	next to the utility fee dropbox	70 S 100 E, Pleasant Grove, UT 84062
Provo City Library	on the north end next to the book return	550 N University Ave, Provo UT 84601



0 300 600 1,200 Feet





2019 DATES TO REMEMBER

Tuesday August 13 through Tuesday August 20 (no later than 5:00 p.m.)	Filing period for Declaration of Candidacy Forms or Nominating Petition with the City Recorder (examples enclosed at the end of the Candidate Guide). <i>We will close the doors on the 20 at 5:00 p.m. sharp. Rather than risk missing the deadline, please consider filing early.</i>
Sunday August 25	Last day for filing a written objection to a candidate filing. 20A-9-203(10)
Tuesday August 27 4:00 – 6:00 PM	Mandatory Candidate Orientation.
Friday, September 3	Last day a write-in Candidate can file a Declaration of Candidacy for the Municipal General Election. (20A-9-601--60 days before General Election)
Friday, September 6 Before 5:00 PM	Deadline for candidates to submit 200-word statement or biography for State website for the General Election. Please submit this information to the city for the city website by this date.
Thursday September 12 6:00 PM	Ranked Choice Voting Interactive Demonstration.
Sunday, October 6	Last day a new resident can establish a 30-day voting residency for the November Municipal Election. UCA 20A-2-101
Monday, October 7	Last day the County will accept mail-in voter registration forms for the Municipal General Election. <i>(postmarked 30 days before)</i> UCA 20A-2-102.5(2)
Tuesday October 15 6:00 PM	Ranked Choice Voting Interactive Demonstration.
Monday, October 29	Last day the County can register voters in office (20A-2-201) or online (20A-2-206) and vote in the Municipal General Election. <u>Interested persons may register to vote and vote at any Election Service Center in Utah County.</u>
Tuesday, October 29 before 5:00 PM	Filing period - Financial Statement Due. The DEADLINE is 7 days before the General Election. For all transaction between January 1, 2019 and October 24, 2019. <i>The names of candidates failing to meet this deadline will be removed from the ballot.</i>
Tuesday, November 5	General Municipal Election Day. Election Service Center opens at 7:00 a.m. and closes at 8:00 p.m. <i>***The center is not intended to be a polling place, rather it is a place for voters with issues to go and receive help. ***</i>
Tuesday, November 19 6:00 PM City Hall	General Municipal Election Canvass (verification of election results).
Thursday, December 5	Deadline for filing the Third Campaign Financial Statement. All candidates must file this statement for contributions received and expenditures made beginning October 25 through November 30.
Tuesday, January 6, 2020 12:00 PM (noon)	Oath of Office Ceremony.